



A A C A 華美福利會
ASIAN AMERICAN CIVIC ASSOCIATION, INC

87 Tyler Street, 5th floor, Boston, MA 02111 Telephone: 617-426-9492 Fax: 617-482-2316 www.aaca-boston.org

Job Posting

The Asian American Civic Association (AACA) provides limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency.

Part Time, Contract Position Available: Vocational Math Instructor, 23.5 hours per week providing instruction in contextualized mathematics for the Building Energy Efficient Maintenance Skills (BEEMS) program to adult learners.

Primary Duties and Responsibilities:

- Develop, evaluate, and modify course curriculum and lesson plans according to student needs and feedback from supervisor and employers in the maintenance field
- Conduct classroom instruction in construction math, estimating quantity of materials and cost, English measurement system (fractions), area, perimeter, decimals & percentages
- Assign and correct student work
- Develop and evaluate student assessment tools
- Evaluate student progress through on-going in-class assessments--quizzes, mid-term, final exam, pre and post-tests, homework, etc.
- Maintain student records and keep student attendance records for each day of class
- Actively participate in regular program and staff meetings and work with team for effective program implementation
- Participate in program evaluation and efforts to develop and refine and improve the program
- Contribute to the development of standards of performance and systems to monitor that performance for programmatic soundness
- Ensure client information and outcomes are recorded in AACA's database

Qualifications/Requirements:

- Bachelor's degree required, Master's degree in teaching/education preferred
- Must have experience teaching mathematics
- Experience teaching limited English speaking adults is highly preferred
- Must have strong ability to work with diverse students

Schedule: Classes are Monday through Friday from 3:00-6:00 for four weeks, December 29, 2016 – January 27, 2017. 23.5 hours will be given prior to December 29, 2016 for preparation.

Salary: \$22.50/hour, 30 minutes prep time per hour of teaching.

To apply, send resume and cover letter by November 30, 2016 to:

HR Department

Asian American Civic Association

87 Tyler Street, 5th floor

Boston, MA 02111

Email: hr@aaca-boston.org

Asian American Civic Association is an equal opportunity/affirmative action employer

